



Australian Government
Medicare Australia

Provider Directory System (PDS)

Reference Guide for Authorised Recipients

PDS Reference Guide for Authorised Recipients

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PDS Reference Guide for Authorised Recipients

Section 1 - Introduction

Welcome to the Provider Directory System (PDS).

What is the PDS?

The PDS records information about health professionals whose services directly or indirectly generate claims for Medicare benefits. It holds information concerning the identity of the provider, eligibility under Medicare arrangements, information necessary for the processing and payment of Medicare claims, hospital data and information required for the 90 Day Cheque program.

What is an authorised recipient?

An authorised recipient is a person or organisation that has applied to Medicare Australia's Online Customer Strategy Branch for Data Release of PDS Information. The application must be approved by the Delegate to the Minister for Health and Ageing, who authorises release of PDS data pursuant to Section 130 of the *Health Insurance Act 1973*. The access/logon process for authorised recipients ensures that only an authorised recipient can access approved data.

Digital Certificates

The Health eSignature Authority (HeSA) issues digital certificates to the health sector enabling them to undertake secure electronic transactions using Public Key Infrastructure (PKI). You will need either an individual or location certificate to access Provider Information. To apply for a Location or Individual certificate go to www.hesa.gov.au/apply.

Registration Requirements for Authorised Recipients for PDS

You will need a Location or Individual certificate and you will also need to complete the Data release – Authorised Recipient registration form.

The form can be downloaded from the Medicare Australia website at www.medicareaustralia.gov.au/providers/online_initiatives/pds_authorised_recipients.htm

Please return your completed application form to:

Registration Authority Operations Manager
HeSA Section
Medicare Australia
Locked Bag 6666
Tuggeranong DC ACT 2901

Or fax to (02) 6124 4297

Your application will be considered by the Delegate of the Minister for Health and Ageing, and if approval is granted, a Delegate Certificate will be issued. Once your application has been approved you will be issued with a User ID which you will need to access the *PDS for authorised recipients* page. You will be able to access data as specified in the certificate.

Further information on applying for certificates or PDS for Authorised Recipients please call the PKI Customer Service Centre on 1300 660 035.

Privacy

You should not disclose your User ID and certificate details to other people as you, as the recipient of information, are subject to the provisions of Section 130 of the *Health Insurance Act 1973*.

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Terms of Access

When you log on to PDS for Authorised Recipients you will be presented with a click through screen displaying the Terms of Access. The system will only provide access to PDS after you have read these terms, entered your User ID and clicked on the 'Agree' button or hit 'Enter' as evidence of your acceptance of the Terms of Access.

Release Approval System

The Release Approval system is managed by Medicare Australia's, HeSA Section to record details of your registration and delegate certificates, and to control access by Authorised Recipients. Once you have logged on, you are able to view your details on the Provider Directory Home page for Authorised Recipients.

Delegate Certificate

This is a certificate issued by the Delegate of the Minister pursuant to Section 130 of the *Health Insurance Act 1973*, authorising the release of data. It contains any restrictions that will apply to the data release such as state/territory data range, also start and end dates. Your delegate certificates can be viewed on the PDS home page once logged on.

Zip Files

The PDS download files are compressed to save space and to make downloading faster. You will need a compression utility such as 'Winzip' to unzip these files.

Further information can be found at <http://www.winzip.com/aboutzip.htm>

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Section 2 - Loading your Location or Individual Certificate

1. Insert your HeSA floppy disc into the drive. Navigate to the (3 ½ Floppy A:) drive You will see files named “**fac_encrypt.p12**” and “**fac_sign.p12**”. (some other files that are not needed for PDS will also be visible).

2. Double-click on the file “**fac_encrypt.p12**” to start the Certificate import process. The ‘**Welcome to the Certificate Import Wizard**’ window will now display.

2a. Click on the “**Next**” button.

3. The ‘**Select file to import**’ window displays the nominated file (A:\FAC_EN~1.P12).

3a. Click on the “**Next**” button. (Screenshot not shown in this table)

4. The ‘**Password**’ window will show. **Enter** your “*Personal Identification Code*” (PIC) in the “**Password**” field.

Note: The PIC is case-sensitive.

DO NOT select the ‘*Enable strong private key protection*’ or “*Mark this key as exportable*” check boxes.

4a. Click on the “**Next**” button.

5. The ‘**Certificate Store**’ window defaults to “*Automatically select certificate store*” Do not change.

5a. Click on the “**Next**” button.

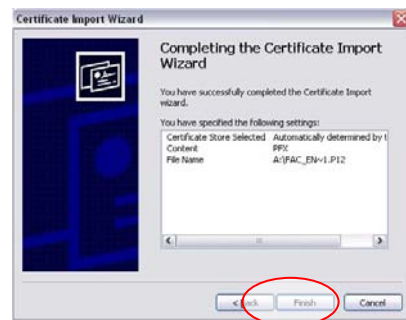
6. In the “**Completing the Certificate Manager Import Wizard**” window click on the “**Finish**” button.

The “**Import was successful**” window displays.

This completes the certificate import from the **fac_encrypt.p12** file (encryption certificate import).

7. **Repeat** this process for the file named “**fac_sign.p12**”.

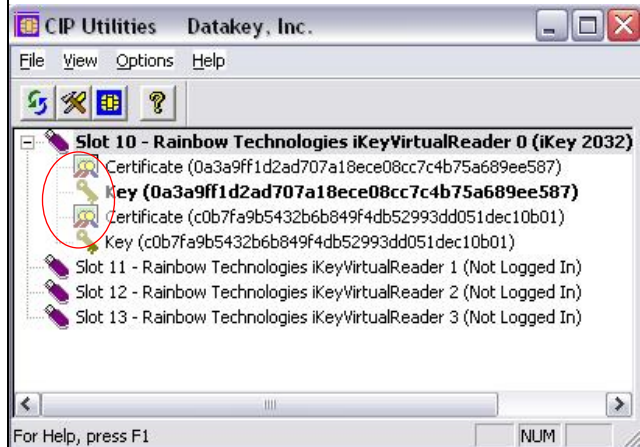
Your Healthcare Location Certificate is now loaded to the Microsoft Certificate Store.



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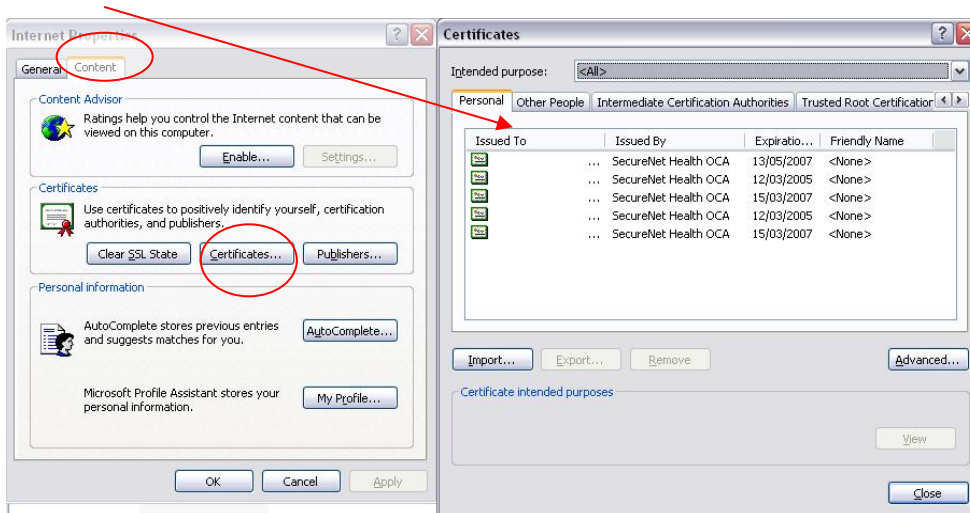
1. Install the “Rainbow Authentication Solution” from the HeSA Secure Token CD that is shipped with the Rainbow iKey.
2. Insert your Rainbow iKey into the Universal Serial Bus (USB) port of your computer or the USB extension cable. Ensure the light is lit on the iKey.
3. Check your certificates are present using the Rainbow CIP Utilities Program. Select “Start/Programs/Rainbow Technologies/iKey 2000 Series Software/CIP Utilities”. The CIP Utility window will display your certificates.

If the certificate icon shows two “ribbons” the CIP Utility program has automatically detected and registered your certificates to the system.



Checking Your Healthcare Certificates are Loaded to the Certificate Store

Check your certificates are in the Microsoft Certificate Store by selecting “Internet Options” from the Control Panel. Click on the “Content” Tab, Click on “Certificates” button and check the certificates are viewable in the “Personal” tab.



✓ Congratulations! Your certificates are now loaded into the Microsoft Certificate Store.

Further Assistance

1. If you require further assistance please contact the PKI Customer Service Centre 1300 660 035.

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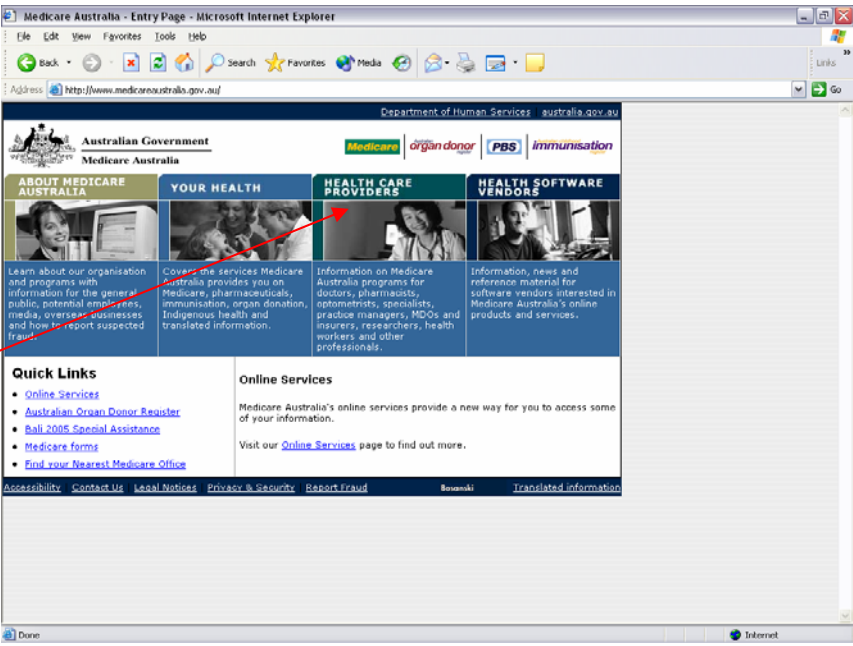
Section 3 - How to log on to PDS for Authorised Recipients

Summary of the log on process

1. Go to www.medicareaustralia.gov.au.
2. Select the *Online Initiatives* and then *Provider Directory*.
3. Choose the *PDS for authorised recipients* link in the side bar menu.
4. Now you are ready to logon to PDS for Authorised Recipients.
5. On the PDS for authorised recipients page, click on the *Log on to PDS with Certificate* link. This takes you to the Client Authentication Screen.
6. Select the Certificate number associated with your PDS User ID and click OK. Now enter your User pass phrase (HeSA PIC) and click OK. This takes you to the Terms of Access page.
7. On the Terms of Access page you will be required to accept the terms by entering your User ID and clicking 'Accept'.

Note: If you have firewalls you may need to setup access to the web page through your internet browser.

Logon procedure detail

Step	Action
<p>Step 1</p> <p>Log on to www.medicareaustralia.gov.au</p> <p>The Medicare Australia Welcome page is displayed. Click on <i>Health Care Providers</i>.</p>	 <p>The screenshot shows the Medicare Australia website interface. A red box highlights the 'HEALTH CARE PROVIDERS' link in the 'HEALTH CARE PROVIDERS' section. A red arrow points from this link to the 'Health Care Providers' text in the 'Step 1' description.</p>

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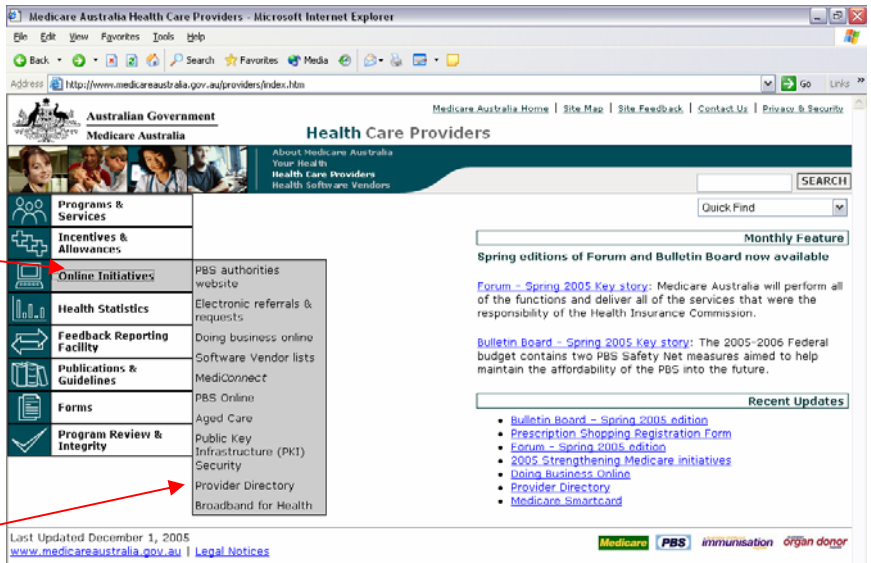
Step	Action
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Step 2

Select *Online Initiatives* then *Provider Directory*

Online Initiatives

Provider Directory

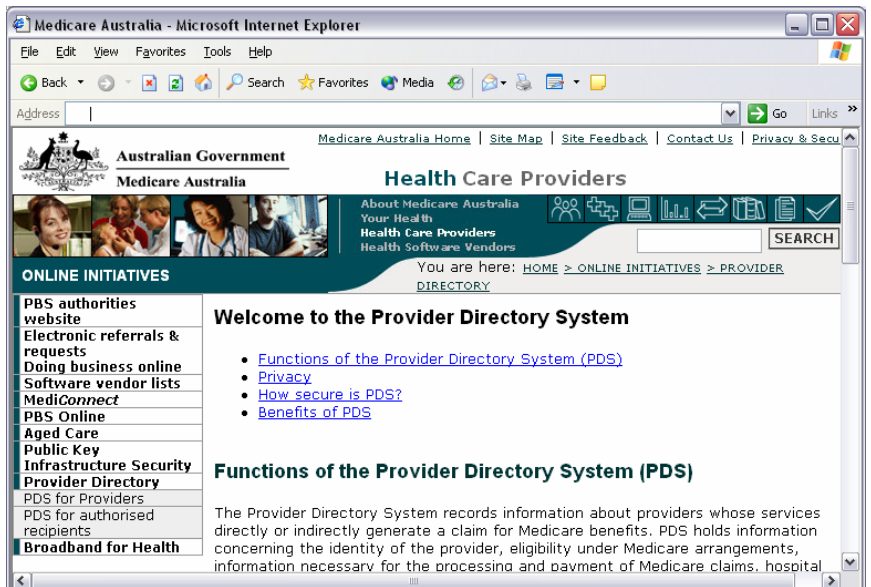


Step 3

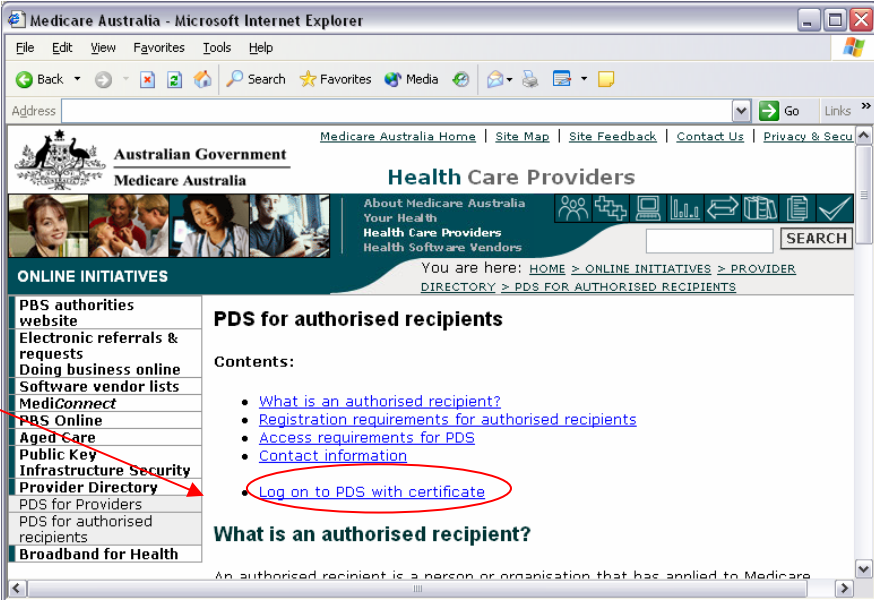
The *PDS for authorised recipients* page displays.

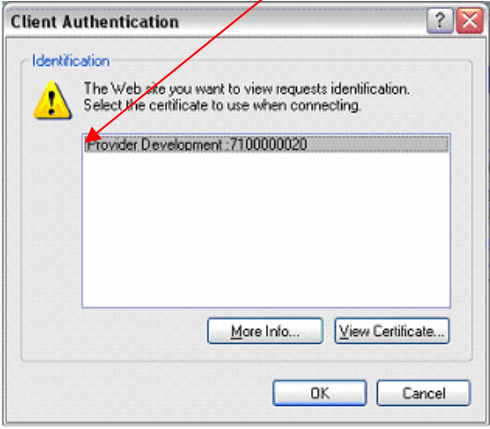
Click on *PDS for Authorised Recipients*

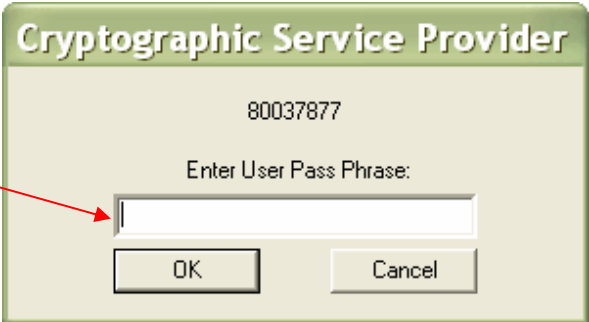
Tip You can bookmark the site for quicker access. Click Favourites > Add to Favourites on your browser toolbar.



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Step	Action
<p>Step 4</p> <p><i>PDS for Authorised Recipients</i> welcome page.</p> <p>Click on the Log on to PDS with Certificate link.</p>	 <p>The screenshot shows the Medicare Australia website in Microsoft Internet Explorer. The page title is 'Medicare Australia - Microsoft Internet Explorer'. The main content area is titled 'PDS for authorised recipients' and contains a list of links under 'Contents:'. The link 'Log on to PDS with certificate' is circled in red. A red arrow points from the text in the 'Step' column to this link. The breadcrumb trail at the top right reads: 'You are here: HOME > ONLINE INITIATIVES > PROVIDER DIRECTORY > PDS FOR AUTHORISED RECIPIENTS'.</p>

<p>Step 4a</p> <p>Log on to PDS using an Individual Certificate</p> <p>A list of your certificate numbers will be displayed. Please select the certificate number associated with your PDS User ID and click OK.</p>	<div data-bbox="975 965 1458 1016" style="border: 1px solid red; padding: 2px; display: inline-block;">Individual Certificate number</div>  <p>The screenshot shows a 'Client Authentication' dialog box with a warning icon. The text inside says: 'The Web site you want to view requests identification. Select the certificate to use when connecting.' Below this is a list box containing 'Provider Development : 7100000020'. A red arrow points from the 'Individual Certificate number' box to this entry. At the bottom of the dialog are 'More Info...', 'View Certificate...', 'OK', and 'Cancel' buttons.</p> <p><i>(Please note this is "dummy" data for display purposes only)</i></p>
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<p>Enter your User Pass Phrase (HeSA PIC) and click OK.</p>	 <p>The screenshot shows a 'Cryptographic Service Provider' dialog box. It displays the number '80037877' and the text 'Enter User Pass Phrase:'. Below this is a text input field. A red arrow points from the text in the 'Step' column to this input field. At the bottom are 'OK' and 'Cancel' buttons.</p> <p><i>(Please note this is "dummy" data for display purposes only)</i></p>
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PDS Reference Guide for Authorised Recipients

Step	Action
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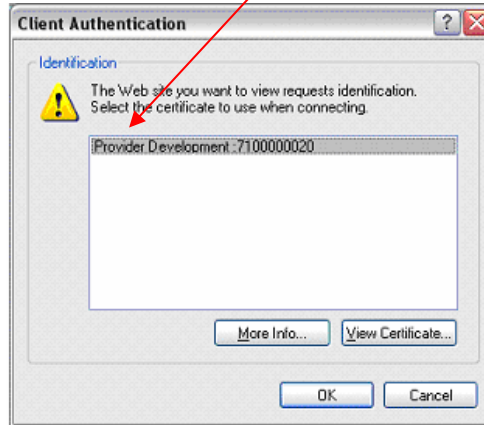
Step 4b

Log on to PDS using a

Location Certificate

A list of your certificate numbers will be displayed. Please select the certificate number associated with your PDS User ID and click OK.

Location Certificate number



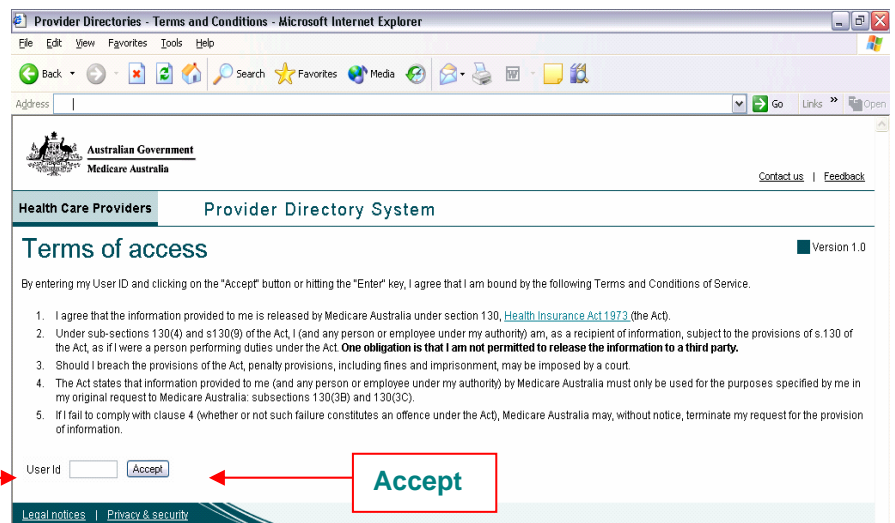
(Please note this is "dummy" data for display purposes only)

Step 5

The Terms of access page displays.

Please read the **Terms of access** then, if you accept the terms, enter your **User ID** and Click "**Accept**" or hit the Enter key.

If access is granted, the *Provider Directory System* home page displays.



✔ **Tip:** Your User ID is six characters made up of three alphas and three numerics.

✔ **Note:** You are required to accept the Terms of access or you will not be able to proceed any further.

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Section 4 – Navigating through the PDS system

Summary of the PDS

7. You can use the menu options on the PDS home page to navigate.
8. You can view your registration details on the Provider Directory Home Page.
9. You can view any associated Delegate Certificates.
10. You can view your Terms of access by clicking on the *Terms of access* option on the menu.
11. You can access online Help by clicking on the *Help* option on the menu.

PDS in detail

Step	Action
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Step 6

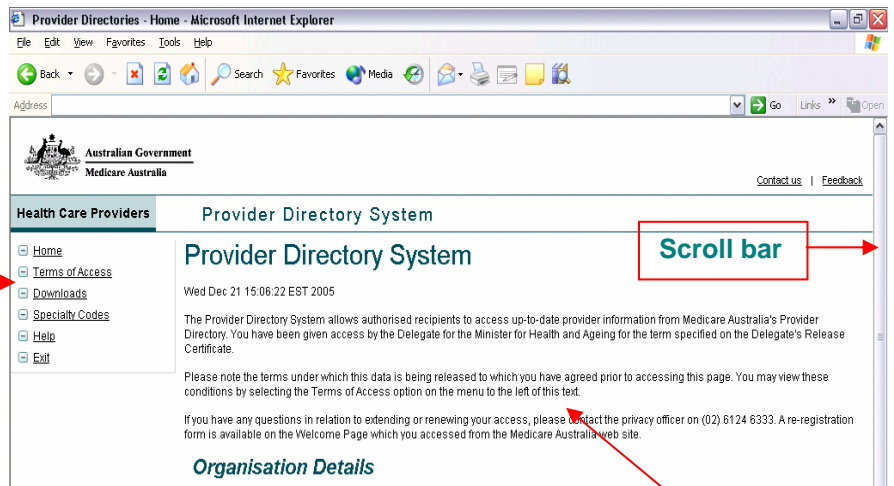
The *Provider Directory Home Page*

You can access the various options by clicking on the sidebar menu.

Sidebar menu

Scroll bar

Tip: Use the scroll bar on the far right of the page to ensure you read all information on this page.



Main window

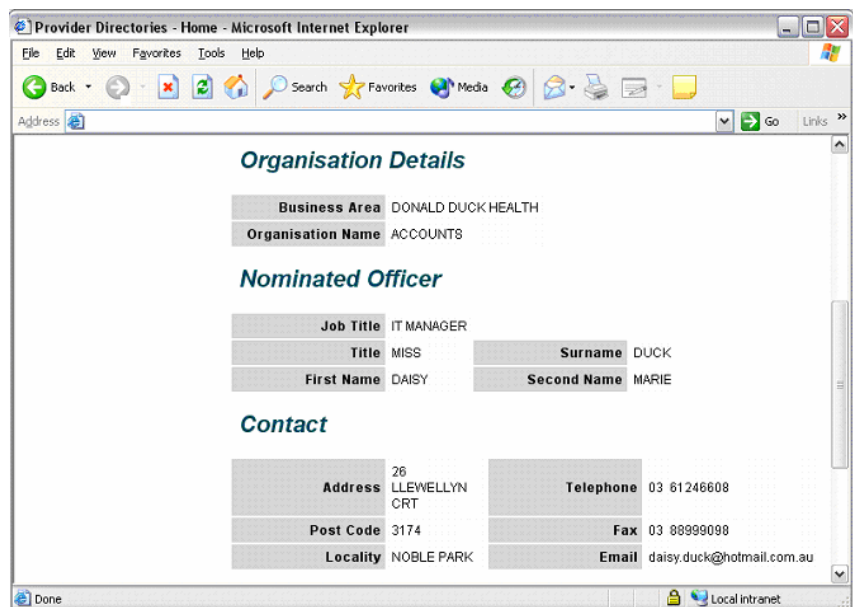
Step 7

Organisation Details

You can view your details, as they appear in the Release Approval System.

There are four sections:

- *Organisation details*
- *Nominated Officer*
- *Contact*
- *Delegate Certificates*



(Please note this is "dummy" data for display purposes only)

PDS Reference Guide for Authorised Recipients

Step

Action

Step 8

Organisation Details – Delegate Certificates

In this section you can view the details of your Delegate Certificates as they appear in the Release Approval System.

The **Release Area** lists the states/territories that you are authorised to download.

The **Release Start Date** and **Release End Date** define the period during which you are authorised to access the data.

The **Status** field shows the current status of any Delegate Certificates.

The status can be:

- **'Approved'** – you can access the data,
- **'Pending'** – awaiting the decision of the Delegate of the Minister,
- **'Rejected'** – rejected by the Delegate of the Minister

The **Termination Date** shows the date the authorisation to access the data for an individual delegate certificate was terminated.

The screenshot shows a web browser window titled 'Provider Directories - Home - Microsoft Internet Explorer'. The page content is divided into two sections: 'Contact' and 'Delegate Certificates'.

Contact Information:

Address	26 LLEWELLYN CRT	Telephone	03 61246608
Post Code	3174	Fax	03 88999098
Locality	NOBLE PARK	Email	daisy.duck@hotmail.com.au

Delegate Certificates Table:

Release Area	Release Start Date	Release End Date	Status	Termination Date
NSW,SA	01/03/2005	13/04/2005	Approved	
ACT,VIC	01/04/2005	31/12/2005	Approved	14/04/2005
VIC,WA	10/04/2005	31/12/2005	Approved	02/07/2005
NT,WA	01/07/2005	31/12/2005	Approved	
NT,QLD	11/04/2005	31/12/2005	Rejected	11/04/2005
NT,QLD,SA	01/05/2005	30/06/2005	Pending	

Red arrows from the text on the left point to the following fields in the table:

- 'Release Area' (pointing to 'NSW,SA')
- 'Release Start Date' (pointing to '01/04/2005')
- 'Release End Date' (pointing to '31/12/2005')
- 'Status' (pointing to 'Rejected')
- 'Termination Date' (pointing to '11/04/2005')

(Please note this is "dummy" data for display purposes only)

PDS Reference Guide for Authorised Recipients

Step

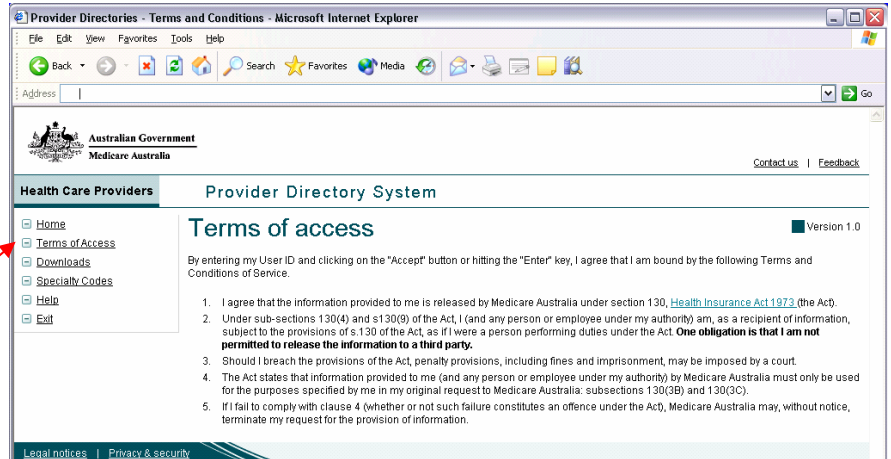
Action

Step 9

Terms of access

You can review your Terms of access at any time by clicking on the **Terms of access** option on the menu bar.

Terms of Access



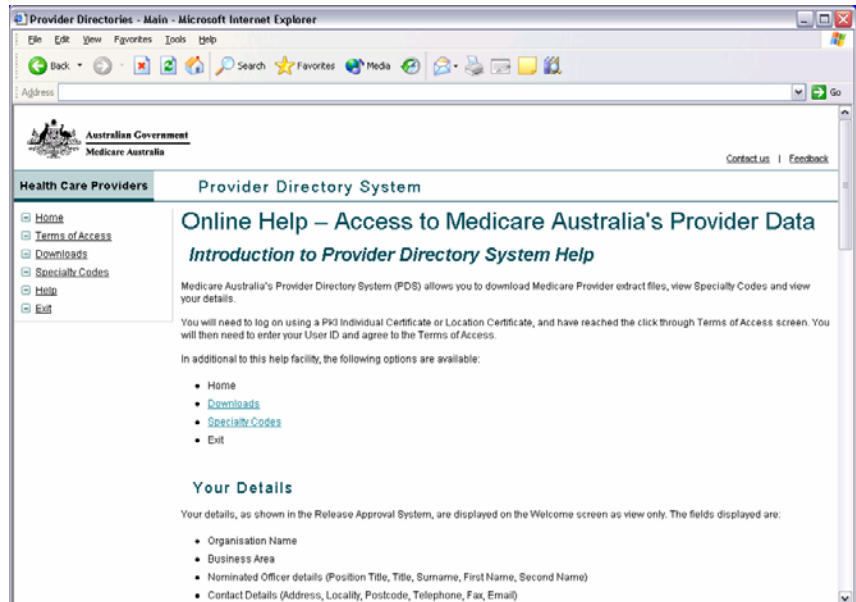
Step 10

Online Help

You can get more information about fields in PDS at any time by clicking on the Help link in the menu options.

Help

Tip: Use the vertical scroll bar on the far right of your screen to scroll down and view all details held on this page.



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Section 5 – Download options

The data files available for download reflect the decision by the Minister's delegate as recorded in Medicare Australia's Release Approval System.

There are three file options available by state, territory and nationally:

- Full Release
- Current Period Updates
- Previous Period Update

Full Release Files

Contain data for all providers (active and closed), existing in the PDS System at the time of extraction. A new version is created regularly and replaces the old version thus ensuring there is only one Full Release file per data range at any time. This data set is the same as that on the current CD.

Current Period Updates

Contain data for providers who have had changes to their information since the generation of the latest version of the Full Release file. Changes to provider information refer to the data fields that are included in the Full Release file. The updates include providers added to the PDS after the generation of the latest Full Release File.

A new version is created daily, extracting data for providers where the processing date of the provider's basic, registration, specialty and practice location information in the PDS is within the period between the last Full Release file data and the current data. This file records and accumulates all changes on a daily basis until the next Full Release extract is run.

Previous Period Updates

Contain the last version of the Current Period Update for the previous period.

Steps for downloading

Once you have downloaded the Full Release file or the latest CD you can then choose to download the Current Period Updates on a regular basis.

- If your version of the Full Release file is for the previous period, you will only need to download the Previous Period Update before you download the Current Period Updates.
- If your version of the Full Release file is more than one period old you will need to download the Full Release file again, before downloading the Current Period Update.

File size

The file size (in bytes) is displayed for each file, and we recommend that you do not download large files during peak processing times which are 9am to 5pm Monday to Friday EST.

Summary of Downloads

12. Click on the *Downloads* option to view the file names that you are allowed to access.
13. Downloading files
14. Downloading update files warning.

PDS Reference Guide for Authorised Recipients

Step

Action

Step 11

Downloads option

The state and/or territory files available for you to download are listed in your Delegate Certificates - Release Area on your Provider Directory Home page.

There are three options for each release area:

Full Release

Previous Period Update

Current Period Update

File Name	Size (byte)
PdsData_TAS_FullRelease_28_12_2005.gz	602717
PdsData_TAS_PreviousPeriodUpdate_24_12_2005_to_28_12_2005.gz	40561
PdsData_TAS_CurrentPeriodUpdates_28_12_2005_to_23_01_2006.gz	36793
PdsData_ACT_FullRelease_28_12_2005.gz	381093
PdsData_ACT_PreviousPeriodUpdate_24_12_2005_to_28_12_2005.gz	23046
PdsData_ACT_CurrentPeriodUpdates_28_12_2005_to_23_01_2006.gz	18757
PdsData_NT_FullRelease_28_12_2005.gz	416797
PdsData_NT_PreviousPeriodUpdate_24_12_2005_to_28_12_2005.gz	36655
PdsData_NT_CurrentPeriodUpdates_28_12_2005_to_23_01_2006.gz	31467
PdsData_QLD_FullRelease_28_12_2005.gz	4849935
PdsData_QLD_PreviousPeriodUpdate_24_12_2005_to_28_12_2005.gz	349543
PdsData_QLD_CurrentPeriodUpdates_28_12_2005_to_23_01_2006.gz	316661
PdsData_NSW_FullRelease_28_12_2005.gz	8001180
PdsData_NSW_PreviousPeriodUpdate_24_12_2005_to_28_12_2005.gz	508181
PdsData_NSW_CurrentPeriodUpdates_28_12_2005_to_23_01_2006.gz	376511
PdsData_GA_FullRelease_28_12_2005.gz	2220006

(Please note this is "dummy" data only for purposes of display).

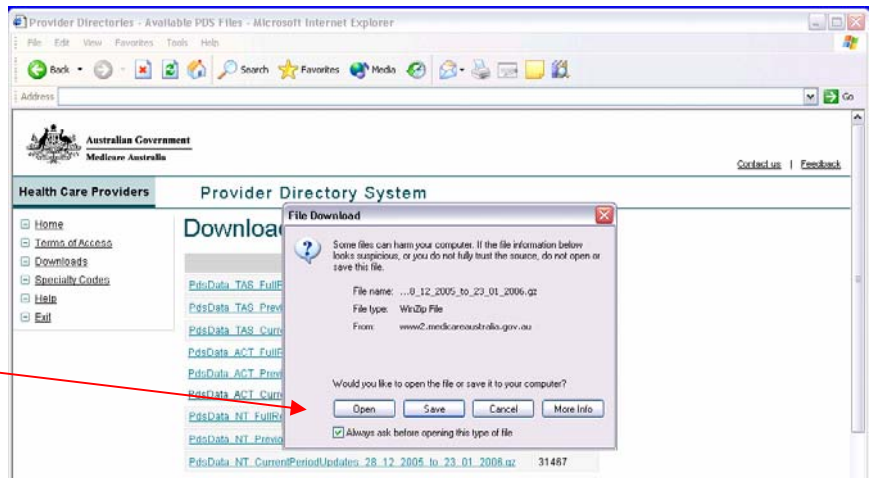
Step 12a

Downloading files

Click on the file that you want to download.

A warning message is displayed.

Click on **Save**



(Please note this is "dummy" data only for purposes of display).

PDS Reference Guide for Authorised Recipients

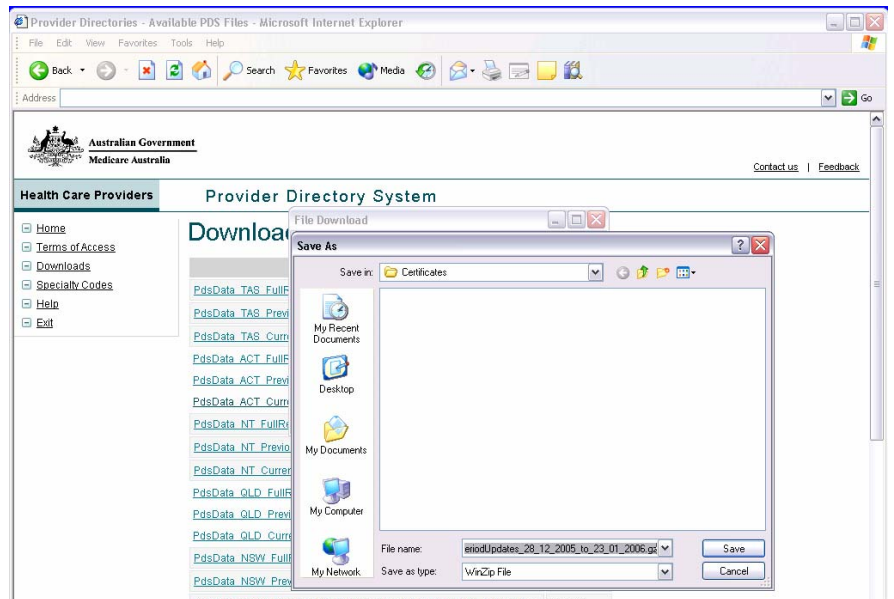
Step

Action

Step 12b

Saving your download files

You will be prompted to enter the details of where you want to save the file.

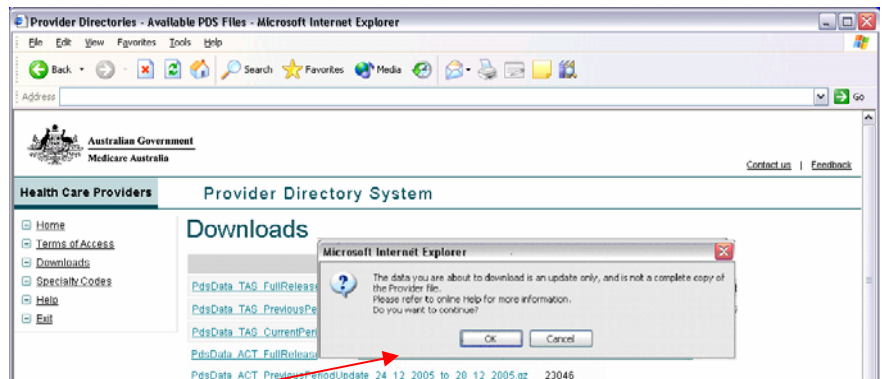


(Please note this is "dummy" data only for purposes of display).

Step 13

Downloading Update files

When you select to download an update file a warning message will be displayed to remind you that the file is only an update and not a full release file. This is to ensure that the files are downloaded in the correct order and your data integrity is maintained.




If you wish to continue with the download click **OK** and then continue at **Step 14a**.

(Please note this is "dummy" data only for purposes of display).

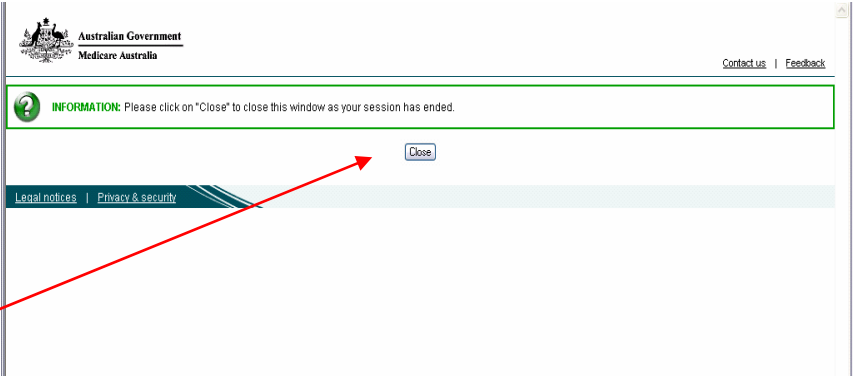
Tip: You can get more information about fields in PDS at any time by clicking on the Help link in the menu options.

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Section 6 – Specialty codes

Step	Action																																
Step 14 <u>Specialty Codes</u> <p>This section contains the most recent information about the Specialty codes that Medicare Australia uses for processing claims.</p> <p>Specialty Code</p> <p>Description</p> <p><input checked="" type="checkbox"/> Tip: Use the vertical scroll bar on the far right of your screen to scroll down and view all details held on this page.</p>	 <table border="1"><thead><tr><th>Spec Code</th><th>Description</th></tr></thead><tbody><tr><td>001</td><td>Internal Medicine</td></tr><tr><td>002</td><td>General Medicine</td></tr><tr><td>003</td><td>Immunology and Allergy</td></tr><tr><td>004</td><td>Cardiology</td></tr><tr><td>005</td><td>Haematology</td></tr><tr><td>006</td><td>Endocrinology</td></tr><tr><td>007</td><td>Gastroenterology and Hepatology</td></tr><tr><td>008</td><td>Nephrology</td></tr><tr><td>009</td><td>Neurology</td></tr><tr><td>010</td><td>Nuclear Medicine</td></tr><tr><td>011</td><td>General Paediatrics</td></tr><tr><td>012</td><td>Physical Medicine (Rehab)</td></tr><tr><td>013</td><td>Rheumatology</td></tr><tr><td>014</td><td>Respiratory and Sleep Medicine</td></tr><tr><td>015</td><td>Clinical Pharmacology</td></tr></tbody></table> <p><i>(Please note this is "dummy" data only for purposes of display).</i></p>	Spec Code	Description	001	Internal Medicine	002	General Medicine	003	Immunology and Allergy	004	Cardiology	005	Haematology	006	Endocrinology	007	Gastroenterology and Hepatology	008	Nephrology	009	Neurology	010	Nuclear Medicine	011	General Paediatrics	012	Physical Medicine (Rehab)	013	Rheumatology	014	Respiratory and Sleep Medicine	015	Clinical Pharmacology
Spec Code	Description																																
001	Internal Medicine																																
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003	Immunology and Allergy																																
004	Cardiology																																
005	Haematology																																
006	Endocrinology																																
007	Gastroenterology and Hepatology																																
008	Nephrology																																
009	Neurology																																
010	Nuclear Medicine																																
011	General Paediatrics																																
012	Physical Medicine (Rehab)																																
013	Rheumatology																																
014	Respiratory and Sleep Medicine																																
015	Clinical Pharmacology																																

Section 7 – Exiting PDS for Authorised Recipients

Step 15 <u>Exit</u> <p>First select <i>Exit</i> from the sidebar menu and you will be logged off PDS.</p> <p>Then you should close your browser by clicking on</p> <p>Close</p>	 <p><input checked="" type="checkbox"/> Note For security reasons you should always end your PDS internet session by closing your browser.</p>
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Section 8 – More Information and assistance

Available Help	<ul style="list-style-type: none">• PDS Online Help - Click <i>Help</i> on the menu options• PKI Customer Service Centre phone 1300 660 035 or email пки@medicareaustralia.gov.au
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Please use the email or business hours help facilities if you require assistance. If you are using the email facility or need to leave a voicemail message, please ensure you provide your name and contact details.